BRIDGING

Innovation *and* Knowledge *for* Best Practice Development

AN FRANCISCO

SEPTEMBER 9 -12, 2015

AOHP

About AOHP

Founded in 1981, AOHP is the only national professional organization that exclusively addresses the needs and concerns of the occupational professional in healthcare. Committed to the health, safety and well-being of healthcare workers, AOHP is recognized as the definitive resource for issues related to employees in the healthcare setting. Through conferences, continuing education, publications and legislative advocacy, AOHP keeps its members updated and involved.

The Association of Occupational Health Professionals in Healthcare (AOHP,) the defining authority shaping healthcare worker health, safety and well-being, invites you to join us at our **2015 Annual National Conference, scheduled for September 9-12 at the Hyatt Regency San Francisco Hotel in San Francisco, CA**. AOHP annually hosts this preeminent event, one of the largest national conferences for occupational health professionals in healthcare from across the country. This well-recognized conference offers participants four days of educational programming, networking with peers and friends, and the forum to experience innovative new developments that your company has to offer through a well-organized and highly attended exhibition.

The AOHP Annual National Conference presents you with an opportunity as a vendor or sponsor to establish contact with nurses, physicians, managers and directors of occupational health departments in acute care hospitals, long term care and freestanding occupational clinics. Attendees have direct input into the purchasing decisions of your company's products and services.

AOHP MEMBERSHIP INCLUDES: Employee/Occupational Health Nurses and Physicians; Infection Prevention and Control Practitioners; Risk Managers; Safety and Industrial Hygiene Personnel; Human Resources Personnel; Case Managers.

WHO WILL ATTEND?

- Occupational health nurses and physicians
- Employee health professionals
- Infection prevention and control practitioners
- Industrial hygienists
- Safety officers
- Human resource administrators
- Risk managers
- Hospital administrators
- Case managers
- Other interested individuals

The AOHP Annual National Conference provides educational sessions and networking opportunities for employee/occupational health professionals to connect with each other to discuss common issues, share experiences and exchange ideas. The conference features relevant, cutting-edge presentations that cover best practices information, as well as the latest in employee health policy, research and professional challenges.

2015 SPONSORSHIP OPPORTUNITIES

INCREASE YOUR EXPOSURE AND CONVEY YOUR SUPPORT!

Diamond Sponsor

Platinum Sponsor

Gold Sponsor

Diamond Sponsor – Thursday Evening Event (actual cost of event)

- Verbal recognition at the opening session
- Opportunity for company representative to speak about your organization for two to three minutes at the event
- Recognition signage at the Thursday Evening Event
- Prominent recognition of sponsorship and a free full page color ad in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials and a complimentary full page ad for your organization in the Final Program
- Three complimentary Blast E-mail Services to AOHP membership, three months prior to or after the conference
- AOHP membership mailing list (one time use only,) must be used six weeks prior to or after the conference. All mailing pieces must be approved by AOHP.
- Recognition in the AOHP *Journal* both prior to (with sufficient notice) and following the conference
- One complimentary full page color ad in the AOHP *Journal*
- Listing on the AOHP Web site with a hot link to sponsor Web site before and one month after the conference
- Complimentary pre & post contact/attendee list

Platinum Sponsor – Annual Membership Luncheon $5,000

- Verbal recognition at the opening session
- Opportunity for company representative to speak about your organization for two to three minutes at the Annual Membership Luncheon
- Recognition signage at the Annual Membership Luncheon
- Prominent recognition of sponsorship and a free half page color ad in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials, and a complimentary full page ad for your organization in the Final Program
- One complimentary prime exhibitor booth space in vendor exhibition area
- Recognition in the AOHP *Journal* both prior to (with sufficient notice) and following the conference
- Listing on the AOHP Web site with a hot link to sponsor Web site before and one month after the conference
- Complimentary pre & post contact/attendee list

Gold Sponsor – Opening Reception $4,500

- Verbal recognition at the opening session
- Recognition signage at the Opening Reception
- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials, and a complimentary full page ad for your organization in the Final Program
- One complimentary prime exhibitor booth space in vendor exhibition area
- Recognition in the AOHP *Journal* both prior to (with sufficient notice) and following the conference
- Listing on the AOHP Web site with a hot link to sponsor Web site before and one month after the conference
- Complimentary pre & post contact/attendee list

Keynote Speaker Sponsor – $4,500

- Verbal recognition at the opening session
- Opportunity for company representative to speak about your organization for two to three minutes at the Keynote Session on Thursday or Friday
- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)
- One complimentary prime exhibitor booth space in vendor exhibition area
- Recognition in the AOHP *Journal* both prior to (with sufficient notice) and following the conference
- Recognition of sponsorship in promotional materials, and a complimentary one-half page ad in the Final Program
- Listing on the AOHP Web site with a hot link to sponsor Web site before and one month after the conference
- Complimentary pre & post contact/attendee list

Silver Sponsor – $2,500 (three sponsorships available for breakfast – select Thursday, Friday or Saturday)

- Verbal recognition at the opening session
- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials, and a complimentary one-half page ad in the Final Program
- Listing on the AOHP Web site with a hot link to sponsor Web site before and one month after the conference
- Complimentary pre or post contact/attendee list

Bronze Sponsor – $1,500 (three sponsorships available for break - select Thursday, Friday or Saturday)

- Verbal recognition at the opening session
- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials, and a complimentary one-quarter page ad in the Final Program
- Listing on the AOHP Web site with a hot link to sponsor Web site before and one month after the conference

Attendee Bag Sponsor – $2,000

Your organization's name and logo will be showcased throughout the conference by all participants, and hundreds of people will continue to advertise for you when they take their high quality bags home!

- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials, and a complimentary one-quarter page ad in the Final Program
- Inclusion of your organization's marketing materials in the registration packet
- Listing on the AOHP Web site with a hot link to sponsor Web site before and one month after the conference

2015 SPONSORSHIP OPPORTUNITIES

INCREASE YOUR EXPOSURE AND CONVEY YOUR SUPPORT!

Keynote Speaker Sponsor

Silver Sponsor

Bronze Sponsor

Attendee Bag Sponsor

Conference Agenda At-A-Glance Pocket Schedule Sponsor – $1,500

The schedule is a user-friendly guide to the AOHP Conference that fits easily into a pocket or a neck wallet badge holder. The Conference Agenda At-A-Glance Pocket Schedule "unfolds" the conference days in detail. It also provides a map of the hotel and other useful information for attendees. The schedule will be in full color with our conference cover on the front and your company advertisement on the back. Your advertisement will be the only one on this schedule.

- Company advertisement (4" x 4" color) featured on the At-A-Glance Pocket Schedule back cover
- Recognition at the opening session
- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)

Conference Padfolio Sponsor – $1,500

Your organization's name and logo will be showcased throughout the conference by all participants when they take notes during the conference, and hundreds of people will continue to advertise for you when they take their padfolio home. This is a terrific way to keep your name in front of committed and potential customers!

- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials, and a complimentary one-quarter page ad in the Final Program
- Inclusion of your organization's marketing materials in the registration packet

Name Badge Holder Sponsor – $1,000

All participants will notice your organization each day as everyone displays your organization's name and logo.

- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials, and a complimentary one-quarter page ad in the Final Program

Conference Schedule Folder Sponsor – $1,000

This clear vinyl folder will be imprinted with your company's logo and Web site address. All attendees will receive their conference schedules and other important information in these folders. Your organization will be noticed thousands of times each day by all attendees as they check their schedules. And, they will continue to remember your organization when they reuse this folder after they return home.

- Prominent recognition of sponsorship in the Conference Brochure (commitment required by March 20)
- Recognition of sponsorship in promotional materials, and a complimentary one-quarter page ad in the Final Program

2015 SPONSORSHIP OPPORTUNITIES

INCREASE YOUR EXPOSURE AND CONVEY YOUR SUPPORT!

Conference Agenda At-A-Glance Pocket Schedule Sponsor

Conference Padfolio Sponsor

Name Badge Holder Sponsor

Conference Schedule Folder Sponsor

Underwriting Opportunities

Share your company's insight and knowledge while championing educational opportunities for the members of AOHP. Provide affordable online education programs and supply annual continuing education scholarships to occupational health professionals across the nation while promoting your products and services that their organizations need to succeed. Expand your company's exposure to healthcare leaders who influence organizational decision-makers as a Continuing Education Grant Underwriter or Professional Development Scholarship Sponsor, and receive prominent recognition in numerous AOHP publications, e-mail blasts, online venues and at well-attended association meetings and conferences.

Continuing Education Grant Underwriter ($250 per webinar)

- Recognition ad for webinar in appropriate issue(s) of the e-newsletter and e-bytes
- Recognition in all electronic e-blasts advertising webinar to members
- Recognition on webinar Web page
- Verbal recognition at the start of the webinar
- Recognition ad in the National Conference Final Program

Professional Development Scholarship Sponsor ($1,500 per scholarship)

- Scholarship recipient will receive AOHP National Conference Main Conference Registration and up to four nights hotel stay
- Scholarship awarded in name of the sponsor
- Recognition in e-mail announcement of scholarship
- Recognition on AOHP Web site scholarship page, including logo
- Sponsor's name and logo included with recipient announcement in October e-newsletter
- Recognition in the National Conference Final Program
- Verbal recognition at the National Conference Annual Business Luncheon
- One complimentary ticket to attend the Business Luncheon
- Thank you summary from the scholarship recipient that the donor can use in marketing pieces

2015 UNDERWRITING OPPORTUNITIES

INCREASE YOUR EXPOSURE AND CONVEY YOUR SUPPORT!

Continuing Education Grant Underwriter

Professional Development Scholarship Sponsor

Trilogy Tower Welcome Signage in lobby and outside registration area
$2,150 – 2 available
No one will pass this tower without seeing its eye-catching three-sided display. One side will display a welcome message and AOHP conference logo and other two sides will display your company's logo and message. This signage will be placed in the entrance area to direct attendees to conference registration, a full-color welcome designed to instantly attract attention.

Size: 86 7/8" x 37" x 33"
Cost includes production.

Conference Agenda Stand
$1,500 – 1 available

An enlarged full color poster size print of the conference agenda will be printed on this board, with your company's advertisement prominently displayed as a banner. This stand will be placed near the registration area. Your company's information will be viewed by attendees many times during the conference.

Innovative Product Showcase
$250 – 2 available

Reinforce your company's marketing strategy, establish brand imagery and illustrate innovation through an exclusive exhibition opportunity at the AOHP National Conference. The Innovative Product Showcase provides an unparalleled connection to the occupational health professionals who have direct input into purchasing decisions for their organizations. This poster display - available to just the first two exhibitors who respond - offers a unique forum to share your expertise with conference attendees. Further showcase your company's products and services and dramatically increase your exposure through the Innovative Product Showcase.

AOHP will provide a 4'x8' poster board to each of the first two exhibitors who respond with Innovative Product Showcase registration and payment. Participating exhibitors have creative license to develop a visually appealing, informative poster display highlighting your data, research, products and/or services. The Innovative Product Showcase will be presented in a prominent location at the conference.

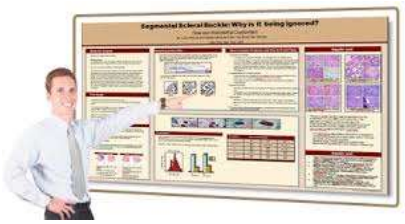
2015
ADVERTISING OPPORTUNITIES

SIGNAGE & POSTERS

Welcome Signage

Conference Agenda Stand

Innovative Product Showcase



Marketing Special – $350

Reach all attendees by having your marketing piece included in the registration packet. Marketing materials cannot exceed 12 pages (six double-sided) with maximum size 8 1/2" by 11".

Advertisement in the Conference Brochure (limited spaces available)

Thousands of occupational health professionals across the country will receive the AOHP 2015 National Conference Brochure. Advertising in the Conference Brochure will reinforce your organization's presence and help you secure long-term business. All ads will be in full color.

Sizes	***Rates***	***Dimensions***
Full page	$1,150	7 ½" x 9 ¼"
Half page (horizontal)	$750	7 ½" x 4 ½"
Quarter page	$500	3 ¾" x 4 ¾"

Advertisement Sales Close on March 20, 2015
Artwork Submission Deadline is April 10, 2015

Advertise in the Final Program (limited spaces available)

Reach more occupational health professionals by advertising in the official AOHP National Conference Final Program. The Final Program is a notebook/CD that contains a wealth of information referred to frequently when attendees return to their daily office routines. The Final Program will also be sold to those who can't attend the conference. Your ad will serve as a reminder of your product/s or service/s long after business cards are filed or possibly misplaced.

Sizes	***Rates***	***Dimensions***
Full page	$1,150	7 ½" x 9 ¼"
Half page (horizontal)	$750	7 ½" x 4 ½"
Quarter page	$500	3 ¾" x 4 ¾"

Advertisement Sales Close on July 17, 2015
Artwork Submission Deadline is July 31, 2015

Broadcast E-mail Services to Conference Attendees

Connect with conference attendees via blast e-mail before and/or after the conference. The pre/post conference broadcast e-mail service is available at $100 each to all conference attendees. This service is available to the conference exhibitors only.

Content of e-mails must be conference-related and be approved by the AOHP Executive Board of Directors.

2015 ADVERTISING OPPORTUNITIES

INCREASE YOUR EXPOSURE AND CONVEY YOUR SUPPORT!

Marketing Special

Advertisement in Conference Brochure

Advertise in Final Program

Broadcast E-mail Services

Exhibit Booth

Applications received by April 24, 2015 -- $985
Applications received after April 24, 2015 -- $1,300

Your exhibit fee includes the following:

- One 8' x 10' booth space and one ID sign - ****Internet access and electricity are not included.**
- Meal functions and reception within the Exhibit Hall for up to two representatives per booth space purchased. Additional badges can be purchased at $100/each.
- Your company's product/service description and contact information in the conference Final Program
- Recognition in Final Program and other marketing materials
- Participation in the **"Solution Series."** Due to a limited number of slots available, the Conference Committee will select exhibitors based on the content of their submissions.
- Complimentary pre or post conference attendee list
- Your company's URL on the AOHP Web site for 60 days
- Exhibit Hall is carpeted
- Exhibitors are responsible for the cost of electrical and internet service, etc.

EXHIBIT HALL *Tentative schedule of events*
Wednesday, September 9, 2015:
Exhibit set-up 8:00 am to 5:00 pm
Welcome Reception – 6:00 pm to 8:00 pm

Thursday, September 10, 2015: 7:00 am to 1:30 pm
Continental Breakfast, Morning Coffee Service, Solution Series and Lunch

Friday, September 11, 2015: 7:00 am to 11:00 am
Continental Breakfast and Morning Coffee Service

Times subject to change.

ASSIGNMENT OF SPACE: Every effort will be made to accommodate requests for booth assignments. AOHP reserves the right to make changes to the booth floor plan as may be deemed necessary.

EXHIBIT BOOTH

An exhibit booth allows a company to reinforce its marketing strategy, establish brand imagery and introduce new products. To increase participant traffic, we will hold the opening reception, breakfasts, lunches and breaks in the exhibit hall.

SOLUTION SERIES

The "Solution Series" is a short (10-15 min) session in a designated area of the exhibit hall for exhibitors to directly present and share their expertise with the conference attendees in a more controlled setting. This series gives exhibitors the opportunity to tailor a professional presentation that meets the attendees' specific needs and interests.

Terms And Conditions

APPLYING FOR EXHIBIT SPACE

Exhibits will be provided with an 8' high back wall drape and 3' high sidewall drape. All drapery is flame proofed in accordance with local fire regulations. Each exhibit will also receive a one-line identification sign consisting of company name and exhibit space number. Exhibit hall is carpeted. Exhibitors are responsible for the cost of additional furniture, electrical and Internet service, etc. Please read guidelines and Contract for Exhibit Space carefully. Upon the submission of your application for exhibit space at the AOHP National Conference, these guidelines and rules will be part of your agreement and contract with AOHP concerning the purchase and use of exhibit space.

AOHP reserves the sole and exclusive right to assign exhibit space. A list of all current exhibitors will be posted on www.aohp.org. Once the exhibit space sells out, any additional submitted contracts will be placed on a waiting list in the order in which they are received.

Fees and Payment: Deadline for receiving application for Exhibit Space at the **"early-bird" rate is April 24, 2015**. After this date, applications will still be accepted on a space available basis. A deposit of 50% must accompany all applications; balance of payment is due no later than April 25, 2014. All applications after April 24, 2015 must be accompanied by full payment. Reservation of space request received via fax/phone/email is considered tentative; application and deposit (or payment) must be sent to AOHP within this time period. Your company's name will not be included in any of our marketing material until we receive payment or deposit. Receipt of payment does not obligate AOHP to accept a contract as binding. AOHP retains the option of returning funds. Upon receipt of the application form, AOHP Headquarters will communicate with the company's contact person for further information. Floor plans, booth assignment, drayage, rental forms and shipping instructions will be sent to all exhibitors and sponsors as they are available (usually about four to six weeks prior to the conference.)

Space Assignment: Deposit must be received before space assignment is confirmed. AOHP reserves the right to relocate or reassign exhibit booths at any time. Set-up will not be permitted if booth fee is not paid in full.

Exhibit Layouts, Construction and Limitations: AOHP reserves the sole and exclusive right to insist on a properly conducted and operated display in the interest of all participating exhibitors. All exhibits must be confined to the spatial limits of their respective exhibit space as indicated on the floor plan and in accordance with the guidelines. All exhibits must be free-standing and self-supporting. Linear configurations may not be designed to obstruct the view of nearby exhibits or to block exits or doorways.

Exhibits shall not project beyond the space allotted nor obstruct the light, view or space of others. Exhibitors shall be responsible for damage to property. Displays not conforming to AOHP specifications and limitations may be dismantled or modified, at the exhibitor's expense, at the sole judgment and discretion of AOHP.

Interpretation of Regulations: AOHP has the sole and exclusive right to make such changes, amendments and additions to these exhibitor guidelines as it deems necessary for the proper conduct of the exhibitors and, thereupon, the exhibitor guidelines, as amended, shall govern the actions of all exhibitors. Interpretation of the exhibitor guidelines and operational rules shall rest solely with AOHP, and the decisions of AOHP shall be final. AOHP, within its sole discretion, may require exhibitors to make such alterations to their displays or any other materials, demonstrations or other communications provided by the exhibitors as it deems necessary to the proper conduct of the exhibits and to the event generally. This may include, without limitation, requiring exhibitors to eliminate or modify any display, materials or communications that AOHP may deem inappropriate or contrary to the best interests of AOHP or event attendees, including but not limited to information about competing standards and certifications. Failure to comply may result in immediate expulsion from the exhibit hall or the payment of reimbursement and compensation to AOHP by the exhibitor for all expenses related to the alteration of an exhibit space display.

Residual Rights All legal and equitable rights not expressly granted to an exhibitor under this agreement, and specific exhibit rules, are reserved by AOHP in their entirety.

Cancellation of Exhibits: It is mutually agreed that in the event of cancellation of the conference due to circumstances beyond AOHP's control, including, but not limited to, Acts of God, war, terrorism, fire, strikes, civil disorder, curtailment of transportation, government regulations or causes which would prevent the conference's scheduled opening or continuance, then and thereupon this agreement will be terminated. AOHP, at its sole and exclusive discretion, shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made. AOHP will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the booth space.

Liability and Security: Each exhibitor must make provisions for safeguarding goods, materials, equipment and displays at all times. Please do not leave unattended any valuables in your exhibit space. Perimeter security service will be provided by AOHP when the exhibit hall is closed, but neither AOHP, Kamo Management Services, the general contractor, the facility nor the security service will be responsible for loss of any material or for any cause. The exhibitor assumes the sole and exclusive responsibility for all liability, losses, claims, suits and demands whatsoever related to, or on account of, any injury or death, or damage to property (including the exhibit hall,) however occurring, related to or arising from the acts of the exhibitor, his or her employees, agents, licensees or contractors. The exhibitor agrees to indemnify and hold harmless AOHP, Kamo Management Services, the general contractor, the facility and the security service from and against any and all liability, losses, claims, suits and demands which may arise from or be asserted in connection with the foregoing undertakings, activities and responsibilities of the exhibitor.

Terms And Conditions

Indemnification and Exhibitor Responsibilities: Exhibitors assume the entire, sole and exclusive responsibility for their activities related to exhibits and hereby agree to hold harmless, protect, indemnify, defend and save AOHP, Kamo Management Services, the general contractor, the facility, their employees and agents from all suits, claims, losses and damages of any kind to persons or property, government charges, fines or attorney fees arising from or caused by exhibitor activities, including, but not limited to, installation, removal, maintenance, occupancy or use of the exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of the hotel or its agents. AOHP, Kamo Management Services, the general contractor, the facility and its agents assume no responsibility for any loss to an exhibitor, including, but not limited to, bodily harm, or loss of or damage to products, exhibit space displays, equipment or decorations due to fire, water accident, theft, or any cause while they are on the premises or in any of its outbuildings.

Severability: The invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

Governing Law and Jurisdiction: Jurisdiction for any action, claim or proceeding arising out of this agreement shall be limited to the Commonwealth of Pennsylvania, and this agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its conflict of law's provisions.

Fire Regulations: All fabric, carpet and plastic exhibit booth material must be fire retardant. Oil cloth, tarpaper, nylon, certain plastics or other materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit. AOHP reserves the sole and exclusive right to alter the exhibit hall layout as it deems necessary to comply with local and building fire regulations.

Special Needs: In compliance with the Americans with Disabilities Act of 1990, AOHP will make all reasonable efforts to accommodate persons with special needs at the conference. Please call Annie Wiest at 724-935-1531 to discuss your needs.

EXHIBITOR SERVICES

Decorator/General Service Contractor: The official decorator/general service contractor for the conference will be responsible for labor arrangements, furniture rental, placement of incoming and outgoing freight, and drayage service. The official decorator/general service contractor also serves as liaison between the exhibitor and other subcontractors for, but not limited to, cleaning, phone, electrical, etc.

Exhibitor Service Manual: An Exhibitor Service Manual containing the necessary forms for ordering exhibit space equipment and services, as well as other opportunities and services offered by AOHP, will be sent electronically to each exhibitor approximately 45 days prior to the event. Please read all the information contained in the Exhibitor Service Manual and submit all required forms in a timely manner to ensure availability.

Carpeting and Drape: Carpet will be provided in the exhibit hall. Exhibit space will include 8' back wall drape and 3' sidewall drape.

Drayage and Shipping: The official drayage contractor claims jurisdiction over the operation of all material handling equipment and will control access to the loading docks to provide for a safe and orderly move in/out. All shipments must be prepaid through the general service contractor. Be sure to indicate AOHP National Conference, your company name and exhibit space number on the label. Shipping labels and instructions will be included in the Exhibitor Service Manual.

Exhibitor-Designated Contractor (EDC): Guidelines for the Exhibitor-Designated Contractor will be outlined in the Exhibitor Service Manual.

Union Jurisdiction and Guidelines: Union jurisdiction information for Decorators Union, Teamsters Union, Freight Handling and Exhibit Cleaning, if and where applicable, will be available in the Exhibitor Service Manual. Employees of exhibitors may hand carry their own materials into the facility without the use of dollies, flat trucks or mechanical equipment. The official decorator/general service contractor will control dock access and will handle any unloading/reloading at the dock for any contracted carriers.

EXHIBIT REGULATIONS

Installation of Exhibits: Tentative dates and hours for exhibit set-up will appear in the Exhibitor Service Manual. All exhibits must be in place two hours prior to opening. Exhibitors may remain in the exhibit hall to continue work inside their exhibit space until opening. Any exhibits with incomplete installation two hours prior to opening may be installed by the official decorator at the exhibitor's expense or may be removed from the exhibit floor at the sole and exclusive discretion of AOHP.

Staffing of Exhibits: Exhibits must be staffed and operational at all times during exhibit hours. Exhibits **must** remain intact and staffed until official closing time. All participants affiliated with exhibits must be registered. Name badges will be issued to all registered booth representatives. No other personnel are allowed to enter the exhibit hall without a name badge or approval from AOHP.

Exhibit Information and Exhibitor Badge Registration: Information will be sent to exhibitors in August 2015.

Dismantling of Exhibits: No packing of equipment or materials will be permitted until the exhibit hall has closed. Exhibitors must have exhibits dismantled and vacate the premises as outlined in the Exhibitor Service Manual.

Exhibit Space Activities: No exhibitor may operate in a way that violates the rights of another exhibitor. Exhibits must not project beyond the space allotted and may not obstruct the view of or interfere with the traffic of other exhibits. All exhibits are to be conducted in a dignified manner, and no obscene, lewd or otherwise inappropriate materials may be exhibited or sold, and no illegal, harassing or otherwise inappropriate conduct will be permitted. No soliciting of attendees in the aisles or high-pressure sales pitches of any kind are permitted. Demonstrations, and the distribution of literature and samples, should take place inside the assigned booth. Exhibits are to be kept clean and in good order. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility. Damage arising from failure to observe these rules shall be payable by the exhibitor. For instances not covered or explained in this contract, please refer to the Exhibit Activities Form/s included in the Exhibitor Service Manual.

Terms And Conditions

Photography/Videotaping: Activities involving photography or videotaping (including camera enabled cell phones,) within an exhibit space must be approved by AOHP. Photography (including camera enabled cell phones,) videotaping or examining another exhibitor's equipment or display without their permission is forbidden.

Subletting of Space: Subletting of space is not permitted. Two or more companies may not exhibit in a single space. No exhibitor may assign, sublet or apportion his/her space to or with another business entity or individual. No exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of business. Should any item from a non-exhibiting entity be required for operation of a display, identification of such item shall be limited to regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting exhibitor is strictly prohibited and may result in eviction. In fairness to other exhibitors, each company must have its own exhibit space. AOHP will make every effort to assign exhibit space to companies that wish to be located together or near each other within the guidelines of the priority point system for exhibit space assignments. An exhibiting company may display another company's product if it is a reseller/distributor for the product, but may not have a representative of that company in its exhibit.

Solicitation: Non-exhibitors or representatives of non-exhibiting companies may not canvass or solicit business in any part of the exhibit hall, convention center or congress hotels.

AOHP Private Social Functions Policy: Hosted parties or meetings held by any company/entity that invites attendees are not permitted to occur during any official AOHP activity. Contact AOHP for allowable dates and hours. AOHP reserves the right to postpone or delay any function conflicting with AOHP activities.

Meeting Space Request: Exhibitors requiring meeting space for corporate meetings or special functions must first request approval from AOHP. Exhibitors cannot contact the facility directly for meeting space. Space will not be released for functions that will conflict with any official AOHP activity.

CANCELLATION POLICY: No refund will be made for any sponsorship cancellation. Should the exhibitor be unable to occupy and use the contracted exhibit space, the exhibitor must promptly notify the AOHP National Office in writing. All sums paid by the exhibitor, less a handling charge of 40% of the net contract price, will be refunded. **No refunds or cancellations will be made after June 5, 2015.** After June 5, 2015, the exhibiting company will remain liable for the full cost of the original exhibit space.

AGREEMENT BETWEEN APPLICANT AND AOHP CONCERNING EXHIBIT SPACE AT AOHP NATIONAL CONFERENCE
By signing this application and contract, the applicant is applying for exhibit space at the AOHP National Conference and agrees to follow, and be bound by, all applicable AOHP requirements, rules and policies including this contract and the AOHP National Conference Guidelines, Rules and Regulations for Exhibiting, which are attached hereto and incorporated in their entirety, subject to change, edits and/or addendum. This application and contract supersedes and voids any prior agreements between the applicant and AOHP regarding the same subject matter as this contract. All matters and questions not covered by these regulations are at the discretion of AOHP. These regulations may be amended at any time by AOHP, and all amendments shall be equally binding on all parties upon publication.

All opportunities are on a first-come, first-served basis. Your commitment and deposit will secure the appropriate exposure and benefits for you. We don't want you to be disappointed, so don't delay. The sooner you respond, the stronger the likelihood that the option you prefer will be available.

Please use attached sponsorship opportunities/exhibit space application for registration.

To reserve a sponsorship or discuss your exclusive sponsorship opportunities, please contact Annie Wiest at 724-935-1531 or info@aohp.org.

APPLICATION/INVOICE FOR SPONSORSHIP OPPORTUNITIES/EXHIBIT SPACE/ADVERTISING

TAX ID 95-2741452

AOHP 2015 National Conference, September 9 – 12, 2015

Hyatt Regency San Francisco, San Francisco, CA

PLEASE PRINT

Company Name _____

Contact Person * _____ Title _____

Address _____

City _____ State _____ Zip _____ Web site _____

E-mail _____ Phone _____

Company Products/Services _____

How did you learn about this conference _____

Organization(s) you wish to be ☐ near ☐ away from: _____

*Contact Person will receive all correspondence related to Exhibit Hall including special promotions, drayage, rental forms, invoices and booth personnel registration forms. Please forward to booth representatives.

SPONSORSHIP-Please refer to the Sponsorship Opportunities section in this Prospectus.

- ❑**Diamond Sponsor (actual cost) $5,000 Deposit**
- ❑**Platinum Sponsor – Annual Membership Luncheon $5,000**
- ❑**Gold Sponsor – Opening Reception $4,500**
- ❑**Keynote Speaker Sponsor $4,500**
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- ❑**Marketing Special $350**
- ❑**Trilogy Tower Welcome Signage $2,150**
- ❑**Conference Agenda Stand $1,500**
- ❑**Continuing Education Grant Underwriter $250 per webinar**
- ❑**Professional Development Scholarship Sponsor $1,500 per scholarship**
- ❑**Innovative Product Showcase $250**

EXHIBIT SPACE **By April 24, 2015 $985.00** **After April 24, 2015 $1,300.00**

No. of Booth Spaces Reserved _____ $ _____

☐ **CONFERENCE BROCHURE ADVERTISEMENT**
☐ Full Page $1,150 ☐ Half Page $750 ☐ Quarter Page $500 $ _____

☐ **FINAL PROGRAM ADVERTISEMENT**
☐ Full Page $1,150 ☐ Half Page $750 ☐ Quarter Page $500 $ _____

☐ **BROADCAST E-MAIL SERVICE** ☐ Pre-Conference $100 ☐ Post-Conference $100 $ _____

Total Amount: _____

Payment Method

☐ **Credit Card** (circle one) ❑ Visa ❑ MasterCard ❑ American Express ❑ Discover

Credit Card# _____ Expiration Date _____

Cardholder Name: _____ (3 or 4 digit security code) _____

Card billing address: _____

☐ **Check** – Make payable to **AOHP** Mail to: AOHP Headquarters, 125 Warrendale Bayne Road, Ste 375, Warrendale, PA 15086 Or **e-mail** your registration to Annie Wiest at info@aohp.org.